

# 2017 Guidelines for Application as a Research Student for Ehime University International Students

(For applicants to the Faculties of Law and Letters, Education, Collaborative Regional Innovation,  
Science, Engineering, and Agriculture)

Last updated: November 1, 2016

Persons wishing to enroll as research students in the Faculties of Law and Letters, Education, Science, Engineering, and Agriculture at Ehime University should apply as follows.

## Application guidelines

### 1. Application qualifications

#### (1) Application qualifications

People who have graduated from university (including those who expect to graduate by the time of enrollment), or people deemed to have equivalent or higher academic ability, with the intention to conduct research into the specific matters relating to the Undergraduate Schools above.

**Note:** "People deemed to have equivalent or higher academic ability" are those who have submitted an applicant certification application and received certification.

People wishing to make an applicant certification application should submit the required documents to the place for submission of application forms in 2. (2) one month before the application form acceptance period.

#### (2) Period of attendance

The period of attendance is up to one year. However, the period of attendance may be renewed if it is deemed necessary for research.

### 2. Application form acceptance period and place for submission

#### (1) Application form acceptance period

##### a. Submitted by the applicant (resident in Japan)

1st semester: For enrollment in April: By February 17 (Fri), 2017

(Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By August 7 (Mon), 2017

(Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)

##### b. Submitted by a deputy (resident outside Japan)

1st semester: For enrollment in April: By December 16 (Fri), 2016

(Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By June 12 (Mon), 2017

(Every day from 9:00 to 17:00 excluding Saturday, Sunday and holidays)

\*In other months, those wishing to enroll can apply at any time, but should submit the required documents three months before date of enrollment.

#### (2) Place for submission of application forms

Applicants for the Faculty of Law and Letters, Education, Collaborative Regional Innovation, Science, and Engineering

Ehime University Education and Student Support Department Educational Support Division  
(Student Services Station)

Faculty of Law and Letters Desk

Faculty of Education Desk

Faculty of Collaborative Regional Innovation Desk

Faculty of Science Desk

Faculty of Engineering Desk

Applicants for the Faculty of Agriculture

Ehime University Faculty of Agriculture Administration Division

**\*Applications by post are not accepted. The application must be made in person or by a deputy.**

### 3. Application procedure

Applicants should first prepare (1) the documents for submission, have an interview by the supervising faculty member, and after obtaining approval to apply as a research student, submit the documents to the place for submission of application forms in 2.(2).

Students resident outside Japan wishing to apply for enrollment may be unable to obtain a visa at the Japanese embassy in their country due to insufficient Japanese language ability.

### **(1) Documents for submission**

Documents for submission should be prepared in Japanese as far as possible. (Please attach a Japanese translation to documents written in other languages.)

- a. Enrollment application . . . Standard form
  - b. Resume . . . Standard form
  - c. Graduation certificate . . . Certified by the Principal of the previous school
- \* Students expecting to graduate should submit a certificate of expected graduation (certified by the Principal of the current school) when applying, and a graduation certificate (certified by the Principal of the previous school) when completing the enrollment procedure.
- d. Transcript . . . Certified by the Principal of the previous school
  - e. Certificate of health . . . Standard form (prepared by a doctor up to 6 months prior to the date of application.)
  - f. Two photos . . . Showing the head and shoulders of the candidate, hatless, taken up to 3 months prior to the date of application (Paste on the relevant part of the Enrollment application and resume)
  - g. Research Plan . . . Standard form
  - h. Letter of acceptance . . . Standard form (student or employed persons only)
  - i. Commitment form . . . Standard form (student or employed persons only)
  - j. Duplicate of certificate of residence  
(or documents confirming status of residence and period of stay)  
. . . . Only applies to foreign nationals already resident in Japan

### **(2) Entrance examination fee 9,800 yen**

After receipt and screening of the application form, the university will issue a payment form and a certificate of payment of entrance examination fee, which should be paid at the nearest post office or Japan Post Bank.

At that time, receive the receipt for payment and certificate of receipt of postal money transfer (for submission to the university).

Paste the certificate of receipt of postal money transfer (for submission to the university) in the place designated for the certificate of payment of entrance examination fee, and submit it to the place for submission of application forms in 2.(2).

\*On the final day for receipt of applications, submit the application form in the morning to allow time for processing payment.

The entrance examination fee cannot be returned except in the following cases.

- a. The entrance examination fee was paid, but application to Ehime University was not made
- b. The entrance examination fee was accidentally paid twice, or an amount greater than the fee was accidentally paid
- c. The application forms were submitted, but the application was not received

## **4. Selection date and selection procedure**

### **(1) Selection period (schedule)**

- a. Submitted by the applicant (resident in Japan)
  - 1st semester: For enrollment in April: Mid March, 2017
  - 2nd semester: For enrollment in October: Mid September, 2017
- b. Submitted by a deputy (resident outside Japan)
  - 1st semester: For enrollment in April: Mid January, 2017
  - 2nd semester: For enrollment in October: Mid July, 2017

### **(2) Selection procedure**

Candidates are selected by the relevant undergraduate school or the joint institutes for

education and research on the campus based on the documents submitted at the time of application, interviews and so on.

**(3) Notification of the result of selection**

- a. The university will notify either the applicant or their deputy promptly of the results of selection.
- b. The university will issue successful candidates with notification of admission, and to those who request it, certificate of admission and research certificate.

**5. Admission and tuition fees**

**(1) Admission fee** 84,600 yen

(Free of charge for those graduating or completing courses at Ehime University)

**(2) Tuition fee** Monthly 28,900 yen (half year 173,400 yen)

For those graduating or completing courses at Ehime University, the fee is 14,400 yen per month.

Paid as a lump sum every half year

**【Handling of personal information】**

The name, address and other personal information given on the application form is used by the university for clerical processes concerning the application, and for contacting the applicant in case of incomplete application forms and so on.

In addition, this personal information is held by the university for the purposes of academic administration involving successful candidates (registration, tuition etc.), student support (healthcare etc.), administration of tuition fees, and surveys (analysis of application trends etc.). It will not be used for any other purpose, nor will it be given to unrelated parties.

## List of documents required for application as a research student

Documents required for the application procedure

1. Enrollment application . . . Standard form
2. Resume . . . . Standard form
3. Graduation certificate . . . . The form of the graduating educational institution  
(certificate of expected graduation)
4. Transcripts . . . . The form of the graduating educational institution
5. Certificate of Health . . . . Standard form
6. Two photos . . . . Paste on the relevant part of the enrollment application and resume
7. Research plan . . . . Standard form
8. Letter of acceptance . . . . Standard form (student or employed persons only)
9. Commitment form . . . . Standard form (student or employed persons only)
10. Duplicate of certificate of residence or documents confirming status of residence and period of stay
11. Certificate of payment of entrance examination fee . . . . Standard form  
(entrance examination fee 9,800 yen)

### ★ Enquiries ★

Ehime University Education and Student Support Department Educational Support Division  
(Student Services Station, Library 1F)

Faculty of Law and Letters Desk Tel:+81-89-927-9221 Fax:+81-89-927-9267

E-mail:llgakumu@stu.ehime-u.ac.jp

Faculty of Education Desk Tel:+81-89-927-9377 Fax:+81-89-927-8304

E-mail:edgakumu@stu.ehime-u.ac.jp

Faculty of Collaborative Regional Innovation Desk Tel:+81-89-927-9019 Fax:+81-89-927-8176

E-mail:crigakum@stu.ehime-u.ac.jp

Faculty of Science Desk Tel:+81-89-927-9546 Fax:+81-89-927-9657

E-mail:scigakum@stu.ehime-u.ac.jp

Faculty of Engineering Desk Tel:+81-89-927-9690 Fax:+81-89-927-9694

E-mail:kougakum@stu.ehime-u.ac.jp

3 Bunkyo Cho, Matsuyama City 790-8577

Ehime University Faculty of Agriculture Administration Division

Academic Affairs Tel:+81-89-946-9806 Fax:+81-89-941-4175

E-mail:agrgakum@stu.ehime-u.ac.jp

3-5-7 Tarumi, Matsuyama City 790-8566

# Please complete in Japanese as far as possible.

(外国人留学生志願者用)  
For international student applicants

## 研 究 生 入 学 願 書

Enrollment Application of Research Student

愛媛大学長 殿

To the President of Ehime University

貴学\_\_\_\_\_学部研究生として入学したいので、御許可くださるようお願いいたします。

I hereby apply to enroll at Ehime University as a research student in the \_\_\_\_\_ undergraduate school.

平成 年 月 日  
Date (year) (month) (day)

ふりがな Furigana 氏名 Name 生年月日 Date of Birth	年 月 日生 (year) (month) (day)	男・女 Male / Female	受付 番号 Reception number
国籍 Nationality	写真貼付欄 Attach photo here		
住所 Address (連絡先) (Contact)			
最終学歴 Most recent education	年 月 日 卒業・卒業見込・修了・修了見込 (year) (month) (day) Graduated / Expect to graduate / Completed a course / Expect to complete a course		
職業及び 勤務先 Occupation and place of work			
連絡のとれる 最寄りの友人 等 The closest contactable friend etc.	住所 (〒 - ) Address: 氏名 Name	電話番号 Telephone number	
研究期間 Research period	平成 年 月 日 ~ 平成 年 月 日 か月・1年 From (date): (year) (month) (day) to (year) (month) (day) months / 1 year		
研究題目 Research topic			
指導教員名 Name of supervisor			
留学費用の 出所 Source of financial support for study abroad	(留学にかかる学費、生活費等の出所について詳しく記入してください。) (Fill in the details of the source of the academic fees, daily expenses and so on required for study abroad)		

### Notes

1. Applicants should attach the following documents.

- (1) Resume (2) Graduation certificate or certificate of expected graduation (3) Transcript (4) Certificate of health (5) Two photos (attached to enrollment application and resume) (6) Research plan (7) Letter of acceptance (8) Commitment form (9) Duplicate of certificate of residence or documents confirming status of residence and period of stay (10) Entrance examination fee

2. The admission fee should be paid immediately when enrollment is granted.

3. The name, address and other personal information given on the application form is used by the university for clerical processes concerning the application, and for contacting the applicant in case of incomplete application forms and so on.

In addition, this personal information is held by the university for the purposes of academic administration involving successful candidates (registration, tuition etc.), student support (healthcare etc.), administration of tuition fees, and surveys (analysis of application trends etc.). It will not be used for any other purpose, nor will it be given to unrelated parties.

Please complete in Japanese as far as possible.

履 歴 書 Resume		
平成 年 月 日現在 Current date: (year) (month) (day)	男 ・ 女 Male / Female	Photograph Height: 36 to 40 mm Width: 24 to 30 mm The applicant, alone From the chest up
●ふりがな Furigana	●氏名 Name	Glue the reverse face
●生年月日 Date of birth	年 月 日 (満 歳) (year) (month) (day) Age:	
●現住所 〒 ( ) Current address:	E-mail	電話番号 Telephone ( )
	携帯電話番号 Mobile phone number ( )	
●連絡先 (現住所以外に連絡を希望する場合のみ記入) Contact address (only if you wish to be contacted somewhere other than your current address)		
〒 ( )		
電話番号 Telephone ( )		
●学歴・職歴 (各別にまとめて書く) Educational and professional background (write each separately)		
年 Year	月 Month	
●免許・資格・表彰 Licences, qualifications and awards		
年 Year	月 Month	
●特技 Special skills		

愛媛大学 \_\_\_\_\_ 学部  
Ehime University, \_\_\_\_\_ Undergraduate school

愛媛大学 \_\_\_\_\_ 学部

Ehime University, \_\_\_\_\_ Undergraduate school

● 志望動機

Reason for applying

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● 大学で学んだこと（所属教室・ゼミナール・その他）

Courses taken at university (classes, seminars etc.)

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● サークル活動・ボランティア活動・在外体験等

Clubs, volunteer activities, overseas experience etc.

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● 自己アピール

Personal PR

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● その他（本人希望等）

Miscellaneous (personal requirements etc.)

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愛媛大学 \_\_\_\_\_ 学部

Ehime University, \_\_\_\_\_ Undergraduate school

## 健康診断書

## Certificate of Health

氏名 Name		性別 Gender		生年月日 Date of birth	/ / YYYY/ MM /DD		
住所 Present address							
身長 Height	. cm		視力 Vision	右 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Right None or will not adversely affect studies. If yes, please comment.			
体重 Weight	. kg			左 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Left None or will not adversely affect studies. If yes, please comment.			
尿検査 Urine Test	糖 (-, ±, 1+, 2+, 3+, ) Sugar	聴力 Hearing	右 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Right None or will not adversely affect studies. If yes, please comment.				
	蛋白 (-, ±, 1+, 2+, 3+, ) Protein		左 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Left None or will not adversely affect studies. If yes, please comment.				
潜血 (-, ±, 1+, 2+, 3+, ) Occult blood							
血圧 Blood Pressure	/ mmHg						
結核検査 Tuberculosis testing	どれか1つ以上 Fill in the one(s) which apply to you	胸部X線検査 Chest X-ray	撮影日 Date	/ / YYYY/ MM /DD	フィルム番号 Film No.		
			撮影方法 Method	<input type="checkbox"/> 間接 Indirect	<input type="checkbox"/> 直接 Direct	<input type="checkbox"/> その他( ) Other	
			所見 Results	<input type="checkbox"/> 正常 Normal	<input type="checkbox"/> 異常( ) Abnormal		
	ツ反 Tuberculin Skin Testing	検査日 Date Given	/ / YYYY/ MM /DD	判定日 Date Read	/ / YYYY/ MM /DD		
		結果 Results	発赤 Elythema	mm	硬結 Induration	mm	
		判定** Interpretation	<input type="checkbox"/> 陰性 Negative			<input type="checkbox"/> 陽性 Positive	
		** TST result should be recorded as actual millimeters (mm) of induration, transverse diameter; if no induration, write "0". The TST interpretation should be based on mm of induration as well as risk factors.					
その他 (QFT etc.) Other	検査日 Date	/ / YYYY/ MM /DD					
	検査名 Test name		結果 Results				
身体所見 Physical status	<input type="checkbox"/> 支障なし No problem which will adversely affect studies.		<input type="checkbox"/> 有( ) If yes, please comment.				
精神所見 Mental Health Problem & Drug addictions	<input type="checkbox"/> 支障なし None or will not adversely affect studies.		<input type="checkbox"/> 有( ) If yes, please comment.				
総合所見 Overall Health Condition	<input type="checkbox"/> 良 Good		<input type="checkbox"/> 可 Fair		<input type="checkbox"/> 不可( ) Poor		

年月日

Date of issue

/ /  
YYYY/MM/DD

医療機関名 Name of medical facility

所在地 Address and Postal-code

電話 Phone number

FAX 番号 Fax number

医師名 Doctor's signature



Please complete in Japanese as far as possible.

# 研究計画書

Research Plan

研究目的及び研究計画の概要

Outline of research objectives and research design

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平成 年 月 日  
Date: (year) (month) (day)

申請者 \_\_\_\_\_  
Applicant

指導教員 \_\_\_\_\_  
Supervisor

(注) 氏名は、必ず自署してください。  
Note: Be sure to sign your name.

Please complete in Japanese as far as possible.

# 承 諾 書

Letter of acceptance

平成 年 月 日  
Date: (year) (month) (day)

愛媛大学長 殿  
To the President of Ehime University

所 属 先  
Affiliation

所 属 先 所 在 地  
Affiliation Address

代表者(所属長)氏名  
Representative (senior person)

下記の者が、( ) に所属のまま、  
貴大学\_\_\_\_\_学部 研究生として、下記の期間登学することを承諾します。

I consent to the person named below to attend Ehime University as a research student in the \_\_\_\_\_ undergraduate school for the period shown below while maintaining affiliation with ( )

記  
Details

研 究 生  
a research student  
出 願 者 氏 名  
Applicant

研究予定期間 自 平成 年 月 日  
Proposed research period From (date): (year) (month) (day)

至 平成 年 月 日  
To (date): (year) (month) (day)

(注) 代表者(所属長)氏名欄は、自署でお願いします。  
Note: The representative (senior person) should write their signature.

※ 該当者のみ提出のこと。

\*Submitted by the person concerned only.

Please complete in Japanese as far as possible.

# 確 約 書

Commitment Form

平成 年 月 日  
Date: (year) (month) (day)

愛媛大学長 殿  
To the President of Ehime University

氏 名  
Name

私は、愛媛大学 \_\_\_\_\_ 学部 に研究生として入学し、  
指導教員 \_\_\_\_\_ のもとに  
(研究題目) \_\_\_\_\_ について

研究することを希望しておりますが、このことは全く私の個人的研究であることを確約します。

I wish to enroll in Ehime University \_\_\_\_\_ undergraduate school as a research student  
under the guidance of \_\_\_\_\_ (faculty member)  
to study \_\_\_\_\_ (research topic),  
and hereby affirm that this is a entirely personal research

(注) 氏名は、必ず自署してください。

Note: Be sure to sign your name.

※ 該当者のみ提出のこと。

\*Submitted by the person concerned only.

up to (date):